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Logistics Office
Procurement Division
Office of the Chief

Statement of Duties and Responsibilities of the Assistant to the Chief

Perform such duties as may be assigned by the Chief for the purpose of assisting him in carrying out his responsibilities by coordinating actions affecting the entire division, by conducting studies and surveys of problem areas affecting the whole Division; and by performing other duties as assigned. The duties include but are not limited to the following:

1. Analyze procurement problems and initiate the formulation of procurement policies and procedures.
2. Coordinate the preparation of Agency regulations covering procurement policies and procedures.
3. As assigned, review justifications for procurement outside normal routine and recommend appropriate action.
4. Coordinate procurement problems pertaining to other divisions of the Logistics Office.
5. Review proposed delegations of procurement authority and recommend actions.
6. Provide advice and guidance in the development of procurement plans in connection with proprietary projects.
7. Other duties, projects, studies or surveys as assigned.

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